



Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Employment Opportunity

POSITION: Resource Management Assistant (Summer/Student Term)

CLASSIFICATION AND RATE: H5 – Student Employment - \$18.95 per hour

TERM: May 6, 2024 to August 30, 2024

OTHER: Full time position; hours of work 37.5 per week; scheduling may include evening and weekend work. This is an SGEU in-scope position. Preference may be given to those applicants that meet the requirements for current grant applications.

REQUIREMENTS: Must have access to own cell phone.

JOB DESCRIPTION: attached.

TO APPLY:

Please provide the following information marked "Resource Management Assistant (Summer/Student Term)" to the **email address below** on or before February 23, 2024:

- cover letter and resume in one single Word or PDF document

Meewasin Valley Authority
402 Third Avenue South
Saskatoon, SK S7K 3G5
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: February 23, 2023

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com.



Resource Management Assistant (Summer/Student Term)

Position: Resource Management Assistant

Reports to: Resource Management Officer or Resource Management Field Coordinator

Date: January 2024

Organizational Description:

Meewasin is a mission passionate team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

General Accountability

Reporting to the Resource Management Officer, or Resource Management Field Coordinator the Resource Management Assistant is responsible to assist with the implementation and monitoring of the Resource Management program with emphasis on enhancement, management and restoration of the ecological integrity of the Meewasin Valley. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

1. Resource Management

Ecological Enhancement and Restoration

- Invasive species management including bio-control collection and distribution, mechanical removal, hand removal and herbicide application
- Assist with conservation grazing including fencing and watering
- Conservation mowing of native shrubs to enhance grassland bird habitat
- Assist with prescribed fire on native grasslands including site preparation
- Restoration of damaged sites including native grass and wildflower plug planting, native grass establishment, native seed harvesting, and tree planting

- Provide routine maintenance to resource management equipment and tools including motorized equipment (UTV, ATV, tractors), power equipment (trimmers), pumps, sprayers, trailers, grazing infrastructure and prescribed fire equipment

Ecological Monitoring

- Ecological monitoring including collecting data, documentation and processing of flora and fauna surveys, water quality sampling and analysis, ecological surveys, vegetation health surveys, and monitoring equipment, (e.g. trail cameras and acoustic recorders) ensuring data integrity
- Adaptive monitoring of resource management activities including prescribed fire, targeted grazing, and invasive species control
- Maintenance of resource management monitoring equipment and tools
- Maintenance of publicly accessed locations including garbage removal, litter pick-up, sign installation, and fence repairs
- Infrastructure repair and maintenance, including fencing, trail mowing, and site clean-up

Public Engagement

- Provide support to volunteer program on training for resource management activities
- Participate in ecological tours and events, as required
- Report criminal and maintenance issues to relevant authorities according to Meewasin protocols
- Represent Meewasin and act as a goodwill ambassador

2. Representation & Safety

- Represent Meewasin and adopt the Mission & Principles
- Apply Occupational Health and Safety regulations and policies throughout daily work
- Work effectively independently, and as a part of a team to achieve goals as directed by supervisors

Education and Experience

Must be currently enrolled or completed a post-secondary program in a resource management, biology, or agriculture. Familiarity with biological and physical components of natural areas in Saskatoon is considered an asset, along with experience with ecological monitoring, restoration activities, fencing, equipment operation, prescribed fire and herbicide application. The ability to identify native plants, wildlife and birds would also be an asset. Experience in using GPS units, ecological monitoring equipment (including trail cameras and acoustic recorders) as well as motorized equipment (both hand held as well as tractors and mowers) are considered assets. The incumbent must be able to perform heavy physical work, lifting daily under 50lbs and frequently over 50lbs, and in various outdoor conditions and inclement weather. Knowledge and application of the Occupational Health and Safety regulations is considered an asset.

A satisfactory Criminal Record Check is required prior to appointment to the position.

A valid driver's license is required.

First Aid training is considered an asset.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required. This position is required to complete demanding, outdoor, physical work in inclement weather.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Effective Communication

Demonstrates an ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Resource Management Assistant (Summer/Student Term) are:

Focus on Safety

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

Attention to Detail

Attends to accuracy, completeness and timeliness in tasks; approaching work in a disciplined and orderly fashion.